

~~CONFIDENTIAL~~

RMS File
Re mgmt 3-3-2
Correspondence Sheet

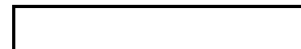
Chief, Supply Division

21 OCT 1959

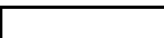
Chief, Records Management Staff

Two-Drawer Safes Files, Acquisition No. P250-60, Voucher 60-441

1. In accordance with our conversation on 9 October, I agree that the supply of two-drawer safes is low. However, before placing an order for additional two-drawer safes, I suggest you consider the following:
 - a. 30 of the 40 two-drawer safes issued to headquarters offices between October 5 and June 1959 were for a special "mock-up" demonstrations of office equipment for the new building and do not represent normal requirements.
 - b. Four-drawer safes could be substituted for two-drawer safes to fill current requirements. The Records Management Staff will be glad to assist in this respect.
 - c. A portion of the pending order for four-drawer Herring Hall Marvin safes could be converted to two-drawer.
 - d. There will be an estimated 35 four-drawer safe cabinets returned to stock about 15 November.
 - e. Officials in the DDP, DDI, DDS areas advise me that they do not anticipate any requirements for two-drawer safes now or in the foreseeable future.
2. Please let me know if I can be of assistance.



25X1

Mgt/S/RMS  iw-skm (21 Oct. 59)

[Signature] 10/21/59

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